# MOBIUS Procedure on adding 229 fields to bibliographic records

**Created by:** MCDAC
**Approved:** MCDAC
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**Replaces:** Guidelines for 229 Field (Journal Magazine or Newspaper Index)

**Purpose of the procedure:** This procedure outlines how to add a 229 field to a bibliographic record and thus enter titles in the journal, magazine, and newspaper index.

**Scope:** This procedure can be used by all MOBIUS member libraries operating on the Millennium system.

**Responsible party:** Each cluster is responsible for manually entering the 229 fields. The procedure is to be done on as needed basis.

**Background:** For this index, one or more 229 MARC tags were created during conversion by copying existing title field(s) from serial type records p or n. Which title fields were copied varies from cluster to cluster.

**Content of the procedure**:
For new serial records, type p or n, enter the following fields:

- Record has 130, copy 130 as 229.
- Record has no 130, copy 245 as 229.
- Record has 246, create 229 for each 246 as needed.
- For entries that the patron does not easily locate, an additional 229 may be created at the cataloger's discretion.

If an entry in this index has non-filing characters they are to be deleted and the second (non-filing) indicator set to zero. New 229 tags should be entered without initial articles. Indicator values: 1st indicator blank, 2nd indicator 0 (set to zero since initial articles should be omitted).

When cataloging a serial that does not meet the serial type p or n, provide 229 access if judged appropriate.

Retain the correct serial type in the record.

**Training:** No training necessary.

**Forms:** N/A